

South Brent Parish Council

www.southbrent.gov.uk

CHAIRMAN

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CLERK

Mrs Sophie Jones

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22nd September 2024

Dear Councillors

South Brent Parish Council - Finance and HR Committee Meeting

You are hereby summoned to attend a meeting of South Brent Parish Council on **Monday 30th September 2024 at 7.30pm** at South Brent Village Hall, Station Road, South Brent, TQ10 9JL.

Members of the public and the press are most welcome to attend the meeting. If possible, please inform the Clerk in advance of the meeting regarding your attendance and the subject matter.

Yours faithfully

Sophie Jones, Clerk to the Council

Before the meeting there will be an Open Forum for discussion with members of the public for 15 minutes for items not included on the agenda (each speaker has a maximum of 5 minutes at the discretion of the Chairman).

AGENDA

- 1 Appointment of Chairman of this committee.
- 2 Appointment of Vice Chairman of this committee
- 3 Record of members present.
- 4 Apologies for absence and reason for absence.
- 5 Declarations of interest (and nature) with regard to items on the agenda.
- 6 Consider the granting of dispensations.
- 7 Public participation session with respect to items on the agenda.
- 8 Confirm the minutes of meetings of this committee on 29th April 2024 * and report on any matters arising – for information only.
- 9 To review and agree the Terms of Reference for this committee*
- 10 To receive an update on Unity Trust Bank and Nationwide accounts *
- 11 To receive an update of reserves accounts. *
- 12 To carry out an internal audit of two randomly selected transactions.
- 13 To agree the bank reconciliation. *
- 14 To confirm the below from the Internal Audit Report for year ending 31st March 2024 have been noted and addressed where necessary.
 - i. All recommendations have been duly noted.
 - ii. Section 137 spending must not exceed the legal annual limits for the Council, which was £9.93 per electorate in 2023/24.
 - iii. Risk Management Register reviewed in April 2024.
 - iv. Documentation of all play equipment checks kept by the clerk.
 - v. Minutes should be initialled on all pages except the last, which is to have a full signature
 - vi. Staff employment should be minuted with pay scale, contracted hours and employment start date.
 - vii. The Exercise of Public Rights date should be documented within the minutes.
 - viii. The Freedom of Information Policy has been reviewed on 20th May 2024, updated and signed accordingly.
 - ix. PAYE/payroll is recommended to be outsourced.
 - x. Asset Register. To be checked by this committee for correct entries.

- xi. Year end documentation including AGAR must be checked by Council before signing and published on the website.
- 15 To receive the updated NALC Financial Regulations, to compare them with SBPC current Financial Regulations. To consider and agree amendments and updates.
- 16 To request that the RFO sources an Internal Auditor for a three year period from 2024/25, to be decided at the December 2024 meeting of this committee. *
- 17 To consider the final external auditor report and decide what, if any, action is recommended to full council. *
- 18 To consider costs of installing Dementia-friendly signs within parish as requested by Cllr. G. Pannell.
- 19 To consider and agree training course requests from Councillors and Officers. *
- 20 i. To consider and agree the membership of the Society of Local Council Clerks, as recommended by NALC, of the clerk at a cost of £160.30 per annum to this Council.
ii. To consider and agree the membership of the Society of Local Council Clerks, as recommended by NALC, of the assistant clerk and RFO on a cost of £148.00 per annum to this Council.
- 21 To receive a Pensions Report* from the RFO and approve two members of staff joining the current pension scheme.
- 22 To consider and agree the required budget for this committee in 2025/26, in order for the RFO to create a draft budget for the council. The committee has received relevant 2024/25 accounts to date in order to make an informed opinion. *
- Any other relevant matters, including items for the next agenda and date of next meetings.
- **7 October, 7pm Open Space, Sport and Recreation review**
 - **7 October, 8pm Land and Estates committee**
 - **21 October and 18 November, Full Council**
 - **25 November Finance and HR committee (Budget)**

**Supplementary information supplied*